

## **Vacancy Announcement #P00-408 CRJ**

### **VACANCY ANNOUNCEMENT**

**OPENING DATE:** December 28, 2000      **CLOSING DATE:** Open Until Filled

**POSITION:** Budget Analyst, GS-560-13

**LOCATION:** Bureau of Alcohol, Tobacco and Firearms  
Office of Management  
Financial Management Division  
Budget Branch  
Washington, DC

**NOTE:** Security Clearance Required

More than one position may be filled from this announcement.

#### **AREA OF**

**CONSIDERATION:** Government-wide status applicants within the Washington, D.C. commuting area. Veterans who have been separated from the Armed Forces under honorable conditions after 3 years or more of continuous active service may apply.

**MAJOR DUTIES:** The incumbent serves as a senior Budget Analyst in the Budget Branch, Financial Management Division. Provides expert advice, assistance and guidance to program managers and Bureau officials of assigned areas on all aspects of the budget process. Provides annual and multi-year budgeting and staff assistance to the Section Chief of either the Budget Execution or Budget Formulation sections on issues which cross operational boundaries within the section or which are highly sensitive, unusual, complex, or one-of-a-kind matters beyond the normal budget processes within the Bureau. Reviews long-range budgetary and strategic planning program requirements to assure conformity with established Bureau policy and the intent of Congress. Participates with program managers in strategic planning and tactical initiatives, which impact budgetary requirements. Prepares budget justifications and presentation; executive level briefing materials on the Bureau's financial status; Appropriation Committee hearing materials, transcripts and general budget statements.

In addition, the incumbent prepares detailed mid-year reviews, financial operation plans and funding reports. Prepares Bureau requests for apportionment, reappointment, deferrals, supplementals, and rescission of funds and budget amendments. Presents Executive Management briefings on complex financial funding and position issues. Assists the Branch Chief and provides leadership, guidance and training for junior budget analysts.

**QUALIFICATION REQUIREMENTS:** All applicants must have had one (1) year of specialized experience equivalent to the next lower grade in the Federal Service. The quality, type and scope of experience and training must show the applicant is fully qualified to perform the duties required of the position. All applicants must meet qualification requirements within thirty (30) days after the closing date of the announcement.

**SPECIALIZED EXPERIENCE:** Experience that has equipped the applicant with the particular knowledge, skills and abilities (KSA's) to perform successfully the duties of the position that is typically in or related to the work of the position to be filled.

**EVALUATION METHODS:** All applicants will be evaluated and given points on relevant experience, formal college level education, training and self-development within the past five years; Quality Step Increase (QSI), Sustained Superior Performance (SSP), Special Act and Suggestion Awards; performance appraisal, and the Supplemental Experience Statement. The following factors in the Supplemental Experience Statement will be used as the basis for determining the best qualified applicants.

#### **SUPPLEMENTAL EXPERIENCE STATEMENT**

On a separate sheet of paper, describe your work experience, training and/or awards, volunteer experience or hobbies as they relate to each of the items listed below. Provide detailed evidence of each of the factors and show how and when they were used. Include clear, concise examples that show level of accomplishments and degree of responsibility. Include where and when you acquired the knowledge and abilities.

1. Ability to perform financial analyses for developing employee salaries and operating expenses in preparing financial plans, apportionments, re-programming, budget allocations, projects and budget submission.
2. Knowledge of Federal employment position ceilings, FTE's, authorized positions, types of salaries and experience in performing automated financial analyses of salaries and positions.

3. Experience in preparing and presenting Executive Management briefings on complex financial funding and position issues.
4. Knowledge and experience in the Federal budget process for appropriated funds, Congressional Appropriation processes, and Office of Management and Budget directives on preparing budgets.

### **INFORMATION**

1. Applications will not be returned to applicants.
2. Applications must be postmarked by the closing date of this announcement.

### **HOW TO APPLY:**

- A. Candidates may submit a resume; SF-171, Application for Federal Employment; or OF-612, Optional Application for Federal Employment. The OF-612 may be obtained by contacting us at [WWW.USAJOB.OPM.GOV](http://WWW.USAJOB.OPM.GOV). The SF-171 is no longer available for distribution.

Your application **must** contain the following information:

1. Title series, grade and vacancy announcement of the vacancy for which you wish to be considered.
2. Full name, social security number and mailing address.
3. Daytime and evening telephone numbers.
4. For experience most relevant to this position, include name of employer, dates of employment, job title, grade (if applicable), start and end dates and a description of duties and responsibilities.
5. Average hours worked for each position if other than 40 hours per week.
6. Name, location and date of high school and college attended.
7. Type of degree, if any, date received, GPA, major/minor field of study.
8. Relevant training: course titles, dates, number of hours and institutions.
9. Description and year of awards, honors, and special qualifications such as language, computer skills, typing speed.
10. Clear identification of U.S. citizenship.

- B. Submit the following additional information/completed forms:

- Performance appraisal, dated within the last year
- Current/former Federal employees – SF-50 reflecting competitive status.
- Self-initiated training and self-development taken within past five years (courses, training sessions or seminars that are three or more days in length.) Provide month/year of class, title and length of class.

**NOTE: DEPARTMENT OF TREASURY SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION:** If you are currently a career or career-conditional Treasury employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation (CES) you may be entitled to special priority selection under Treasury's Career Transition Assistance Program (T-CTAP). You must:

1. Still be employed by the Treasury Department, and the date of the notice has not expired.
2. Submit a copy of the RIF or CES separation notice along with your application.
3. Apply for a position that is at or below the grade level of the position from which you are being separated. The position must not have greater promotion potential than the position from which you are being separated.
4. Submit a current (or last) performance rating of record of at least fully successful or equivalent.
5. Currently be employed by Treasury in the same commuting area of the position for which you are requesting priority consideration.
6. File your application by the vacancy announcement closing date and meet all application criteria (e.g., submit all required documentation.)
7. Be rated well qualified for the position. To be well qualified, you must meet the mid-level range of the crediting plan for all factors.

**SEND COMPLETED APPLICATION TO:**

Bureau of Alcohol, Tobacco and Firearms  
 Position Management Branch, Room 4350  
 Attention: Cheryl Jenkins  
 650 Massachusetts Avenue, NW  
 Washington, DC 20226  
 (202) 927-8630  
 Telecommunications Device for the Deaf (202) 927-7964

You may also use web-site [www.usajobs.opm.gov](http://www.usajobs.opm.gov) to find out about other job opportunities

**AN EQUAL OPPORTUNITY EMPLOYER**

**ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, SEX, AGE, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, SEXUAL ORIENTATION, RELIGION, OR ANY OTHER NONMERIT REASON.**

**REASONABLE ACCOMMODATION**

**ATF provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please contact us at the phone number listed above.**

